

CONSTITUTION

of the

NORTHWEST FEDERAL EMPLOYEES'

ASSOCIATION

as revised
October 16, 1996

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PREAMBLE

We, the employees of the Federal Agencies located in the northwestern states, associate ourselves together as a nonprofit organization under the name of **NORTHWEST FEDERAL EMPLOYEES ASSOCIATION** (hereinafter called the "**Associates**") for the purpose of maintaining and advancing the general welfare of the employees; fostering unity, cooperation, and friendship among the employees; and maintaining and advancing the public regard and respect for the personnel of the:

Bonneville Power Administration
Bureau of Indian Affairs
Bureau of Land Management
Fish and Wildlife Service
Geological Survey
Office of the Regional Solicitor
Other Federal Agencies

ARTICLE I

MEMBERSHIP

- (1) Any employee of the Federal Agencies headquartered in the Lloyd Center Complex area of Portland, Oregon, shall be eligible for membership upon application and payment of dues. Membership shall automatically cease upon termination of such employment or nonpayment of dues. Special memberships, as defined in Section (2) of this Article, may be issued.
- (2) Special memberships may be issued, upon application and payment of dues, to persons who were members of the **Associates** or eligible for membership at the time of their separation from employment. Membership granted under this Section (2) shall not entitle the member to hold office or vote.
- (3) Membership may be granted to employees, of Federal agencies which are or have been affiliated with the **Associates** but are no longer headquartered in the Lloyd Center Complex area. These members are entitled to full rights, privileges, and responsibilities of such membership.
- (4) Honorary Life Membership. With the approval of the Governing Body, Honorary Life Membership shall be awarded to each President upon his/her retirement from office.

- (5) Special Honorary Life Membership. Special Honorary Life Membership may be awarded to any member upon retirement, resignation, or separation under honorable conditions, who has performed outstanding service over a period of not less than ten years in behalf of the Associates. A candidate for Special Honorary Life Membership, as provided in this Section, may be nominated by any member of the Associates. Such nomination shall set forth, in writing, the qualifications of the candidate and shall be submitted through the President to the Board of Review.

ARTICLE II

OFFICERS

- (1) There shall be a President, Vice-president, Secretary, and Treasurer elected by the members.
- (2) There shall be an Executive Committee consisting of the President, Vice-president, Secretary, Treasurer, and Immediate Past President.
- (3) The President with the approval of the Executive Committee shall appoint a Program Chairperson for each major activity, a Chairperson for each Standing Committee, and special Representatives with the exception of the Sports Program.
- (4) There shall be a Governing Body consisting of the Executive Committee, the duly-elected Governors representing particular groups, and the Program Chairpersons and Standing Committee Chairpersons.
- (5) The Officers, Chairpersons, and Representatives named in Sections (1), (2), and (3) of this Article shall serve for a term of one year or until their successors shall be duly elected or appointed and assume office.
- (6) If a holder of an above position changes his/her status to make him/her ineligible for the office, the position shall be deemed vacant.

ARTICLE III

ELECTIONS

- (1) Only members in the Portland, Oregon-Vancouver, Washington, area shall be eligible to serve in the offices of President, Vice-president, Secretary, and Treasurer.
- (2) Only members with experience on the Governing Body or as Program Chairperson shall be eligible for election as President.

- (3) Nominating Elections for Governors. The Election Committee shall act as the coordinator of nominating elections, which shall be held simultaneously by the various groups on a date or dates to be determined by the President but not later than November 1, for the purpose of selecting candidates for Governor(s) of such groups. The incumbent Governor(s) shall assist the Election Committee in conducting the nominating and final elections for the particular group represented by such Governor(s). In the event such Governor(s) may be unwilling to assist or fail to assist in such elections, then the Election Committee shall appoint another member of the group to assist in conducting such nominating and final elections.

Nominations shall be made either by ballot of the members of a group or by caucus of the members of a group in a meeting called for that specific purpose by the Governor(s) or by the member appointed by the Committee to assist in the election or by a combination of these methods. The two candidates for each governorship receiving the greatest number of votes shall be certified by the person conducting the election to the Election Committee within three days after nomination provided. However, additional nominations for Governor(s) of any group may be made directly to the Election Committee by petitions each signed by not less than ten members of the group. The final day for delivery of such petition to the Election Committee shall be November 15.

- (4) Final Election. Following the nomination of candidates for the principal offices and governorships as above provided, the Election Committee shall prepare an official ballot showing the names of the candidates and the positions for which they have been nominated. Such ballot shall contain the necessary voting instructions including a statement that:
- (a) only members of the **Associates** may vote;
 - (b) all members shall be entitled to vote for one candidate for each of the four principal offices;
 - (c) only the members in a particular group shall be entitled to vote for the candidates for Governor(s) of that specific group.

ARTICLE IV

ELECTION COMMITTEES

- (1) Appointment of Committees. Not later than September 1 of each year, the President shall appoint a Reapportionment Committee and an Election Committee whose duties, under the general supervision of the President, shall be as follows:

- (a) The Reapportionment Committee shall make a study as to whether any changes in the groups would be desirable for the succeeding year in order to obtain more equitable and efficient Governor representation. The Committee shall report their findings and recommendations for reapportionment to the Governing Body at the September meeting who shall approve, revise, or reject the recommended reapportionment. In the event of reapportionment, the election Committee shall be promptly notified. In determining any reapportionment, consideration shall be given to not only the official organizational grouping but also to the physical grouping in a building and in the field. The groups shall be arranged insofar as possible to provide one Governor for approximately thirty (30) employees of record on September 1. The Membership Chairperson shall be a member of the Reapportionment Committee and shall furnish the Committee with detailed membership information.
 - (b) The Election Committee shall function in both the nominating and final elections, and shall act as the arbiter in any question that may arise over election procedure or eligibility.
- (2) Election of Nominating Committee. A Nominating Committee of up to five members shall be elected by the Governing Body at the regular meeting in September. Such Nominating Committee shall seek two candidates for each office of President, Vice-president, Secretary, and Treasurer; unless in the opinion of the Nominating Committee the incumbent Vice-president is the best qualified for the office of President and such recommendation is approved by the Governing Body, one nominee for the office of President shall be sufficient; shall publish and announce the nominations at the October meeting; and shall certify these candidates to the Election Committee. Additional nominations for any of these offices shall be presented to the Election Committee by petitions each signed by not fewer than twenty-five (25) members in good standing. Such petitions shall be delivered to the Election Committee not later than November 15.

The Election Committee shall distribute to the persons conducting the election in the respective groups the required number of official ballots so that one only will be available to each member by the date of the final election. The final election shall be held in all groups during the second week in December each year on a date or dates to be determined by the President.

The person conducting the election in each group shall collect the ballots after the voting and shall transmit them together with a statement showing the name of the particular group and the number of ballots in a sealed envelope to the Election Committee within one week following the final election. The Election Committee shall tabulate the results of the voting, shall declare the election of the candidates receiving the greatest number of votes for each office, and shall certify their names to the Governing Body at the December meeting. In the process of counting the vote the Election Committee shall reject any ballots it may deem irregular or from which it is impossible to determine the

voter's intent. Any such ballots so rejected as well as all other ballots shall be preserved until the time of the succeeding year's election. In the case of a tie between two or more candidates, the election shall be decided by lot conducted by the Election Committee.

ARTICLE V

CHAPTERS

The Governing Body may authorize the formation of chapters of the Associates in outlying areas, which shall be established and operated in conformity with the Associates' Articles of Incorporation, Associates' Constitution, and Bylaws with such local autonomy as may be in the best interests of the chapter's organizational function and membership.

1. Chapter members will be entitled to the full rights and benefits of membership in the Associates so long as their Chapter fulfills its obligations to the parent organization.
2. Chapter dues shall be set at the same rate as the Associates. Three-fourths (3/4) of the membership dues collected for Chapter membership shall be retained by the Chapter treasury for local use. The remaining one fourth (1/4) of the dues collected for Chapter dues shall be forwarded promptly to the Associates' Membership Chairperson with the member's name, address, membership number, and such other information as may be pertinent.
3. Chapters are free to devise additional methods of raising such funds as they may need.
4. Detailed provisions for the formation and operation of Chapters are provided in Item 5, "Chapters" of the Policies and Procedures of the Associates.

ARTICLE VI

AMENDMENTS

The Constitution may be amended by the membership at any annual or special meeting for that purpose. The proposed amendment(s) must be approved by two-thirds (2/3) of the votes cast by the members present or represented by proxy. Notice of such proposed amendment(s) shall be given to the membership at least 15 days prior to such balloting.

ARTICLE VII

DISSOLUTION

In the event of the dissolution of the Associates, any remaining assets will be given to another non-profit organization. The decision to dissolve the Associates will be made by a vote of the membership in accordance with the rules that govern special business meetings. The choice of the beneficiary organization will be made by the Governing Body.

ARTICLE VIII

ENACTMENT

Changes to this Constitution will be effective as of the date of their adoption.

(end)